



Maryland Department of Human Services
 Office of Licensing and Monitoring
 311 W. Saratoga Street
 Baltimore, Maryland 21201
 Office: 410.767.7871 Fax: 410.333.8408

CHILD PLACEMENT AGENCY REPORT

Provider Organization: Neighbor to Family, Inc.

Licensing Agency: DHS

Contracting Agency(s): DHS

Name of Chief Administrator: Donna McCarter

Email: Donna.mccarter@ntf.org

License Type: Treatment Foster Care

Type of Inspection: Quarterly

Name and Address of CPA Office	License Capacity	DHR Contract Limit	Census by Placing Agency	License#/ Exp. date	Date of site Inspection
Neighbor to Family Inc, 5740 Executive Drive Suite 208 Baltimore, MD 21228	Unlimited	50	36	#00284 12/04/2020	03/25/2019

Inspection Summary

Number of Records Reviewed: Youth 4 Staff 0 Foster Parent 4 Adoptive Parent NA

Number of Interviews: Youth 0 Staff 0 Foster Parent 0

CPA Office Inspection: Approved

Number of ILP Apartments Inspected: N/A

Number of Foster Homes Inspected: 0

Current COMAR Violation: Yes X No

If Yes, list Cited Violation(s) below:

Violation(s)	Findings
07.05.02.18 D (2)	3 of 4 youth records did not have birth certificates
07.02.21.07	Referral Information missing in 3 of 4 youth records
07.02.21.10D	Foster Parent Progress Notes missing in 1 of 4 youth records
07.05.02.17 A(2)	Vision missing in 3 of 4 youth records
07.02.21.07 A(2)	Psychiatric missing in 1 of 4 youth records
07.05.02.18 D(8)	Education missing in 2 of 4 youth records
07.05.02.18 F(5)	Record of Child Placement missing in 1 of 4 foster parent records
07.05.02.11 E(8)	Child Support missing in 1 of 4 foster parent records

Corrective Action Plan: Yes X No

If yes, date of CAP: 03/28/2019

Any Violations During Mid or Re-Licensure Periods: Yes No

If Yes See Report (s) Date(s):

Complaint Outcome: NA

Current Status of License: Continued

Licensing

Coordinator: Sherlema Ferguson **Date:** 3/28/19 **Email:** sherlema.ferguson@maryland.gov

Program Manager: Richard Berger **Date:** 3/28/19 **Email:** richard.berger@maryland.gov